



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Program Specialist, HFE&amp;L [Classified Competitive]</b>			Salary <b>P26 \$70,008.56 - \$99,596.69</b>
Posting Number <b>532-21</b>	Position Number <b>068653</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 10/06/2021 To: 10/20/2021</b>
Location: <b>Certificate of Need and Licensing 120 So. Stockton Street Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
Responsible for processing federal enforcement matters related to nursing home compliance, processing enforcement of state licensing requirements in NJ licensed health care facilities, and investigating and evaluating allegations of abuse, neglect and misappropriation of property by nurse aides, and preparing and presenting cases at the Office of Administrative Law concerning revocation of nurse aide certificates. Duties include drafting documents, memoranda and correspondence, conducting informal conferences with certified nurse aides, representing the Department at the Office of Administrative Law, and participating in the Informal Dispute Resolution panel, among other related duties. Excellent oral communication and writing skills, ability to utilize computer data bases, and attention to detail are a must.			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>NOTE:</b> Applicants who do not possess the required Bachelor's degree but have graduated from an accredited school of nursing and possess a license as a Registered Professional Nurse (RN) may substitute two (2) additional years of experience as indicated below for the Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Three (3) years of experience in a government or private agency in the design, implementation, and enforcement of policy and/or procedures regarding the administration, evaluation, licensing, or regulation of health care facilities, health programs, or managed health care organizations.</p> <p><b>NOTE:</b> A Master's degree in a health care profession, public health, public administration, business administration, management, health administration, health planning, health economics, health care administration, or other related field may be substituted for one (1) year of indicated experience.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>Forward the required documents electronically to: <b>PSTHFEL@doh.nj.gov</b></li> <li>Mail the required documents to: <b>Christine Howley, Executive Assistant 3 Health Facilities Evaluation and Licensing Reference Posting #532-21 New Jersey Department of Health PO Box 367 Trenton, NJ 08625-0367</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>cover letter</li> <li>resume</li> <li>completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

- 
- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*